

BOARD OF SELECTMEN

September 27, 2016

Minutes

The Board of Selectmen met on Tuesday, September 27, 2016 at 7:00 p.m. in the Town Hall Clark Room. Those present were Nathan Brown, Luke Ascolillo, William Risso, Claude von Roesgen, Kerry Kissinger and the Town Administrator Timothy D. Goddard.

Chair Nathan Brown welcomed its newest member Kerry Kissinger to the Board of Selectmen.

Also in attendance:

Kerry Colburn-Dion, Finance Director

Priscilla Dumka, Town Accountant

Melissa McMorrow, Carlisle School Committee Chair

James O'Shea, School Superintendent

Community Input:

Deborah Bentley, Chair of the Energy Task Force informed the Board of Selectmen that there is an issue with one of grants to replace the insulation at Town Hall. The Town was required to obtain two additional quotes which were double the amount of the original quote. She is concerned that the original quote may not be correct. The amount of the grant is \$18,294. and the project would be short \$7, 291.

The other issue involves National Grid who does not agree with the projected savings for the replacement of the Town Hall insulation and will not sign the incentive grant. Complicating matters further is that DOER had asked the Town to proceed with the insulation project first.

The next Energy Task Force meeting will be Monday, Oct 3rd and the committee will discuss all of these issues and report back. The Board of Selectmen may be asked at its next meeting to make a decision on whether or not to proceed with the project.

Award Contract – Police Cruiser

Town Administrator Timothy Goddard explained that two (2) state -wide collaborative procurement bids were received. Greater Boston Police Council (GBPC) was the winning bid administered through Colonial Chevrolet. The Police Chief has requested the use of the funds approved as approved at town meeting along with the trade in value of a 2010 Ford Taurus and remaining balance to be paid out of Police Equipment line item to pay this vehicle to pay for outfitting the vehicle.

The total purchase amount is \$37, 357.50 for the vehicle which is a 2016 Chevy Tahoe) plus \$13,162.45 to outfit the police vehicle so the total purchase amount is \$50, 519.95.

Last spring Town Meeting approved \$47,000 for a police cruiser.

Mr. Kissinger spoke with the Police Chief because he had questions about the necessity of a V-8 engine option that will get only 15 miles per gallon and the discussed the cost which seemed much higher compared to similar vehicles previously purchased. Chief Fisher confirmed that the extended package is the standard upgrade for police vehicles. The costs are higher compared to previous years because the other vehicles were part of an introductory offer at that time. Mr. Kissinger stated he

recommended that the low introductory offer price from Adamson Industries be extended to include this purchase.

Mr. Risso also spoke with the Police Chief to confirm that the extended package is to upgrade the vehicle to 4x4 which is the standard for all police vehicles.

Claude von Roesgen questioned whether Energy Task Force Committee (ETF) was asked to weigh in on this type of purchase which he feels they should have been. He explained that the ETF has been struggling to keep fuel costs down. His other concern is whether or not this vehicle would be allowed to be passed down under the Green Communities guidelines. He would like to see the Police Chief investigate the associated costs for fuel and maintenance over the life of the vehicle. The other question he had is whether or not the town would agree to spend extra money in order to purchase a hybrid vehicle or possibly purchase a smaller 4x4 vehicle.

Mr. Brown does not disagree with the asking the Energy Task Force Committee on future vehicle purchases. However, he feels that the decision making process to purchase for this vehicle was already held prior to Town Meeting vote.

Mr. Ascolillo agreed with Mr. Brown and supports the idea of asking the Energy Task Force for their recommendation on future vehicle purchases.

Mr. Risso suggested postponing this agenda item to invite the Police Chief to attend the next meeting to make a presentation and answer questions.

Claude von Roesgen encouraged the board to spend the extra time at its next meeting to discuss the fuel and maintenance concerns and raise awareness to the energy saving issues.

This matter will be rescheduled to the next Board of Selectmen meeting.

FY16 Budget Year End Report

The Board of Selectmen met with Finance Director Kerry Colburn-Dion and the Town Accountant Priscilla Dumka. FY2016 Budget Year End Report includes the town meeting approved budget, expenditures and approved line item transfers. The unexpended appropriation is \$384,483.97 which is 1.4% of the budget. Town and School budgets were underspent although there were certain line items that were overspent in both budgets but did not exceed the overall budgets. The biggest return in FY2016 was the result of Town Meeting vote to transfer funds from group health insurance to cover other departments therefore most of the Reserve Fund was returned. Another big return was from the Department of Public Works (approx. \$88K) which could be attributed to a mild winter, less snow and overtime.

Town Accountant Priscilla Dumka confirmed that free cash certification will be sent out soon.

Claude von Roesgen questioned whether certain item should be moved into larger budgets to allow more flexibility to address an issue/repair immediately instead of waiting for town meeting to approve more funding such as moving Street Lights into the DPW budget.

Mr. Brown noted that funds being repurposed would require approval of Town Meeting vote.

The town audit is almost complete. The Audit Committee will request a meeting with the Board of Selectmen next month.

Discussion with CSC Chair – Minuteman Vocational Education

The Board of Selectmen met with Carlisle School Committee Chair Melissa McMorrow and School Superintendent Jim O'Shae. Carlisle students are still members of Minuteman with the withdrawal period ending June 30th. Carlisle School Committee wants to provide the students with more choices. Supt. O'Shae explained that the school department has mailed letters to all parents informing them of upcoming open houses at both Minuteman Career & Technical H.S. and Nashoba Valley Technical H.S. Information of the different types of courses offered by each school was also provided.

CSC Chair McMorrow questioned how the budgeting planning process for FY2018 would work moving forward during this transition time with Carlisle students being potentially enrolled at both schools for the next 4 years.

Town Administrator Goddard explained that in past years, the Town would receive an assessment based on student enrollment numbers. Town Accountant monitored this budget line item in past years. Next year students would be considered out of district so there would not be an assessment.

The CSC Working Group has been in communication with a few other towns that are considering withdrawing from one district to join another. The group has also discussed entering into an Inter-municipal Agreement (IMA) for the next four years.

The next School Committee meeting will be Oct. 19th. CSC Chair McMorrow and Supt. O'Shae stayed for the next agenda item discussion.

Municipal Facilities Committee:

The board reviewed the draft Municipal Facilities Committee charge prepared by chair Nathan Brown. This committee would be responsible for investigating and advising the Town regarding the design, construction, reconstruction, maintenance alteration or enlargement of all buildings and facilities owned by the Town or constructed on land owned, leased or operated by the Town. The buildings within the scope of the Committee include, but are not limited to, the waste water treatment plant, Library, Town Hall, police and fire buildings, Department of Public Works, Highland, and all school buildings. The Committee would be responsible for developing and implementing long term maintenance plans and overseeing selection of maintenance contractors and major maintenance activities for all municipal facilities. The committee will establish and maintain a 10-year master plan for each facility that will assure that the facility will maintain level performance and does not deteriorate.

Mr. Kissinger commented that the establishment of this committee would be a major departure from current practices of the town and questioned whether there would be an overlap with the Long Term Capital Requirements Committee (LTCRC) and whether the committee would have the power to approve/issue warrants without BOS approval.

Mr. Brown clarified that the Committee would still need approval from the Board of Selectmen prior to presenting to LTCRC. The difference is that LTCRC would now receive a prioritized list of all major purchases including repairs to buildings and grounds which has been done in the past.

Mr. Risso stated that routine maintenance and purchases would be outside the scope of the Municipal Facilities Committee. Melissa McMorrow agreed to add the Municipal Facilities Committee at the next School Committee meeting agenda for discussion along with the budget piece.

FY17 Goals/Liaisons:

Sustainable Budget

Work with all departments, Boards, Committees to create a three-year plan that includes long term caps and operational funding needs. All departments would work closely with the Finance Committee

Focus on maintaining sustainable operating costs for the town with a tax increase no larger than 2.5 %

Luke Ascolillo agreed to draft the letter to be distributed to all departments/boards.

Mr. Kissinger requested to see copies of the last's goals.

Liaisons

The board agreed to assign the following departments as follows:

| | |
|-----------------|------------------------------|
| CCHS | Kerry |
| COA | Kerry w/Luke as Alternate |
| Library | Kerry w/Bill as Alternate |
| LTCRC | Bill |
| Personnel Board | Kerry/Nathan as Alternate |
| Communications | Nathan |
| Police & Fire | Nathan |
| Planning Board | Claude w/Nathan as Alternate |

It was further agreed that all financial departments and committees including Audit Committee, Financial Management Team, Finance Director and Town Accountant would be assigned to William Risso and Kerry Kissinger.

Action Items from Previous Meetings:

1. **Review Town Bylaw & Building Regulations** - Notification to abutters/30-day comment period for building permits -- Review current zoning for the allowed size of a secondary building on two-acre parcel.

Town Administrator Goddard has spoken with the Building Inspector and he has agreed to draft language.

Send request to the Planning Board.

2. **Delinquent Tax Payers** – Withhold approval of licenses and permits

3. **LED Streetlights** - Evaluate the existing location of street lights to determine if they all need to be replaced. -- 7th Option with recommendation from HDC and Safety Committee forthcoming
4. **Crosswalk Signals** – Follow up on recommendations from Traffic Safety Advisory Committee and Historical Commission. Police Chief is researching low profile fixtures at the request of the Historical Commission
5. **Comcast** – Invite Comcast Representative to attend a meeting in October.

Chair has requested help with mapping out the existing coverage areas in town.
6. **Greenough Barn Property** – Informal discussions with demolition/salvage companies
7. **Deer Task Force Committee Charge**– Approved 9/13/2016 with amendments regarding membership.
8. **Municipal Aggregation Plan** - Submitted to the DPU

Town Administrator's Report:

1. LTCRC Appointment - The finance Committee has appointed Michael Bishop to the Long Term Capital Requirements Committee (LTCRC) and Town Administrator Timothy Goddard has appointed Kerry Colburn-Dion. There is one remaining vacancy for a one year term to appointed by the Selectmen.

On a motion made by Luke Ascolillo and seconded by Claude von Roesgen, it was unanimously VOTED to appoint William Risso to the LTCRC.

On a motion made by William Risso and seconded by Claude von Roesgen, it was unanimously VOTED to appoint Kerry Kissinger to the CCTV.

2. Nov. 8th Presidential Election - The Presidential election is Tuesday, November 8th and a record turnout is expected. It has been suggested that Town Hall offices close for business to minimize the non-election foot traffic. Long term solution might be to move polls to school gym.

Luke Ascolillo suggested having the shuttle service to Town Hall again this year.

3. New Public Records Act - The Legislature has passed a major overhaul of the Public Records Act which will impose a great number of changes on cities and towns. New regulations are currently under review. The New Public Records Act goes into effect in January 2017. Town Counsel to provide an information presentation for staff and Board members on the major changes.

4. Municipal Small Bridge Program - The Legislature has passed a \$50M Municipal Small Bridge Program intended to allow communities to repair or replace bridges between 10' and 20' in length which do not qualify for federal funding. Three bridges in Carlisle are eligible for this program: the Curve Street bridge, and the bridges on Maple and Brook Streets. Limit per community is \$500K. Gary Davis, Sylvia Willard and Town Administrator are reviewing the information and will provide a recommendation to the Board of Selectmen to participate in the reimbursement program.

5. Banner Request – Savoyard Light Opera Company - Bill Cooney of the Savoyard Light Opera Company is requesting to suspend a banner on School Street (just opposite the War Memorial) measuring 2 feet in height and 16 feet in from October 15 through November 21, 2016 to promote the upcoming performances of *Nice Work If You Can Get It* in the Corey Auditorium in November.

On the motion by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED that the Board of Selectmen approve the request to hang a banner across School Street opposite the War Memorial by the Savoyard Light Opera Company from October 15 through November 21, 2016.

6. Vote to settle medical claim

On the motion by William Risso and seconded by Luke Ascolillo it was VOTED 3-2 that the Board of Selectmen accept the terms of the settlement proposed in the release of liability signed by Frank Sargent on September 8, 2016. Note: Selectmen Kissinger and Von Roesgen abstained

Next meeting will be held on October 11, 2016

- Chief Fisher re: Award contract for Police Vehicle / Military Leave Compensation
- Joint Meeting FY18 TM/Budget Coordination
- LED Streetlights
- Finalize Goals/Liaison

Liaison Reports:

Bill Risso - Opioid Information Meeting “IF ONLY” –Thursday, Oct 5th at 7PM, 2nd Quarter tax bills are being sent out, new payroll system. Fincom has sent out the FY2018 Budget Planning letter to all departments. Next School Committee Meeting will be next Monday, Oct 19th

Claude von Roesgen /Solar Advisory Committee - Draft bylaw has been reviewed by Town Counsel. David Freedmen will send another draft to the Planning Board for review and input. The bylaw defines the allowed solar use by size, height and footprint to avoid stated kilowatt limits.

Luke Ascolillo - Conservation Commission proceeding with the Notice of Intent for Greenough Barn to determine the cost. Cranberry Bog Advisory Committee will have report completed by mid to late October. Final report expected end of November.

Personnel Board - Since there continues to be no interest in filling the vacancies, the board agreed to amend the bylaw to reduce the membership from 5 to 3 members and notify the Personnel Board.

Minutes Approval:

On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED to approve the minutes from September 13, 2016.

On the motion made by Luke Ascolillo and seconded by William Risso, it was unanimously VOTED to approve the minutes from August 16, 2016.

Respectfully submitted by Jennifer Gibbons

